U.S. NAVY

The Environmental Compliance Assessment, Training, and Tracking System

User Manual

ECATTS

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ecatts.com

Table of Contents

SECTION I: INTRODUCTION 1

What Is the Environmental Compliance Assessment, Training, and Tracking System? 1
Why Should I Use ECATTS? 1
How Do I Know the ECATTS Site is Safe to Use? 1

SECTION II: FIRST TIME REGISTRATION 2

Quick and Basic Registration Instructions 2
Detailed Registration Instructions 3

SECTION III: LOGIN 9

Returning User Login 9
Login Help 10

SECTION IV: ECATTS HOME PAGE 10

Home 11
Training Plan 11
Test Results 12
Print Certificate 12
My Profile 12
Suggestions 13
Logout 13

B. REFERENCE AREAS 13

Training Manager 15

C. LINKS TO TRAINING AND INSTALLATION SPECIFIC INFORMATION 19

Go To Your Training 19
My Training Plan 19
Go To My Training Modules 19
Change My Training Plan 20
All Available Environmental Training 21
Installation Specific Information 21

SECTION V: HOW TO COMPLETE THE TRAINING 22

How to Access Your Training Modules 22
Accessing Tests in Training Modules 23
How to Navigate Through the Training 24
How to Exit a Training Module 24

SECTION VI: TESTING AND ASSESSMENT 25

How to Access the Tests 25
How to Take a Test 25
The Test Assessment 26
Printing a Certificate of Accomplishment 27

SECTION VII: QUESTIONS 28

Section I: Introduction

Welcome to the Navy Environmental Compliance Assessment, Training, and Tracking System (ECATTS). This manual is designed to familiarize you with ECATTS and maximize its usefulness to you.

What Is the Environmental Compliance Assessment, Training, and Tracking System?

ECATTS is a web-based training and assessment system accessible from any computer with Internet access. It was developed to provide environmental compliance information and training to users who need an understanding of environmental laws, regulations, and policies to successfully complete their jobs. The Navy is using ECATTS to help you become familiar with the environmental compliance requirements that apply to your job. This will help you avoid some of the common problems that people encounter when they are unfamiliar with the environmental issues relating to the way they work.

With simple explanatory materials and test questions, ECATTS is easy to use. Training can usually be completed in a few short segments. In some instances, you may need more information than is contained in our training system. If so, contact your supervisor or the base Environmental Office. Some hyperlinks to further information sources are included within the training modules themselves, and even more are located on the ECATTS home page.

Your use of the system is kept confidential. We encourage you to use the system as often as you like as a reference tool for environmental compliance information.

Why Should I Use ECATTS?

The Navy expects you to be familiar with the environmental compliance requirements that impact your work activities.

Ignorance is no excuse for being out of compliance. You will be held responsible for violating environmental laws and policies. ECATTS will help you gain the general knowledge you need to do your job in accordance with environmental compliance laws and policies that apply to your organization. You are encouraged to use ECATTS as a starting place for learning about the types of activities that are regulated by environmental standards and requirements. This training will provide you with the basics of environmental compliance and help you realize when you may need to find more information regarding an issue.

How Do I Know the ECATTS Site is Safe to Use?

ECATTS is covered by a Secure Sockets Layer (SSL) Certificate. SSL is used to provide authentication and confidentiality for web services that run directly between a client and a server. On the login page, you will see “https” at the beginning of the web address (URL) along with a closed lock symbol (https://environmentaltraining.ecatts.com). This tells users that ECATTS is a secure site.

Section II: First Time Registration

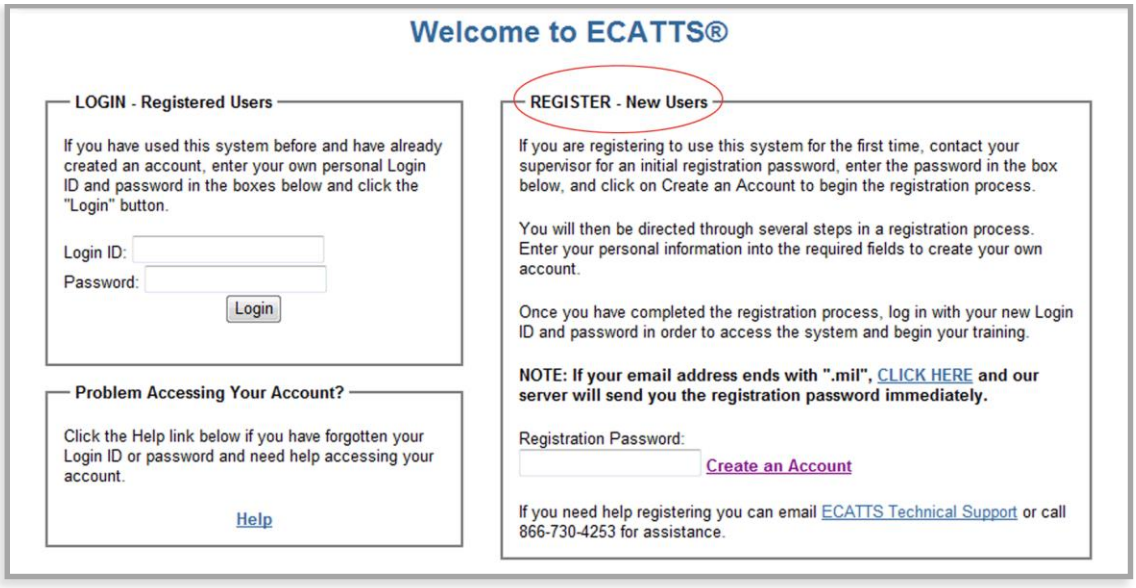
Quick and Basic Registration Instructions

1. Go to the Navy ECATTS website: **https://environmentaltraining.ecatts.com**
2. Click **Enter**.
3. At the **Welcome to ECATTS** login screen, refer to the **REGISTER - New Users** box.
4. **Ask your supervisor or Contracting Officer for the registration password**. Enter the password into the box.
    a. If your supervisor cannot tell you the registration password, click **ECATTS Support** at the bottom of the **New Users** box. You can request to have the registration password be sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
    b. NOTE: If your email address ends with ".mil", click the link labeled **CLICK HERE** and our server will send you the registration password immediately.
5. Click **Create an Account**.
6. You will be asked to complete an account registration form.
7. At the bottom of the registration form, you must click the box next to the following statement: “I agree to abide by the Terms of Use established for this site.”
8. After you successfully register, you will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page) for your primary training location.
    a. From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
    b. You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the Login ID and password that you just created.

Detailed Registration Instructions

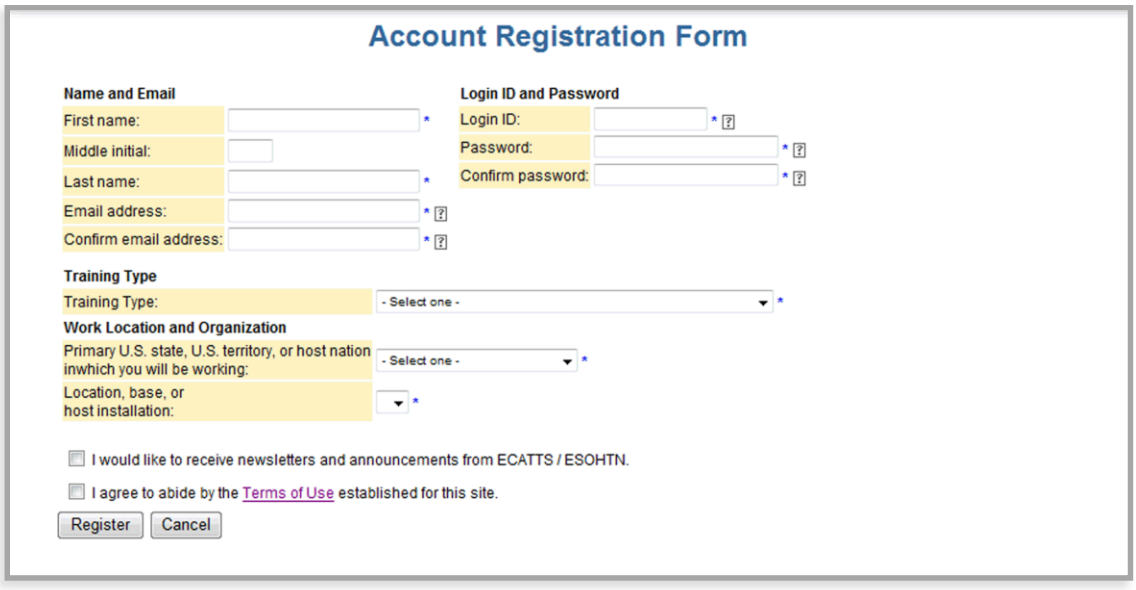
When you use ECATTS for the very first time, you will need to create a User account for yourself. After that, you will log into the system with your own Login ID and password. Follow these steps to create a User account.

1. Go to the Navy ECATTS website: **https://environmentaltraining.ecatts.com**
2. Click **Enter**.
3. At the **Welcome to ECATTS** login screen, refer to the **REGISTER - New Users** box.


Welcome to ECATTS®
LOGIN - Registered Users
If you have used this system before and have already created an account, enter your own personal Login ID and password in the boxes below and click the "Login" button.
Login ID:
Password:
Login
Problem Accessing Your Account?
Click the Help link below if you have forgotten your Login ID or password and need help accessing your account.
Help
REGISTER - New Users
If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.
You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.
Once you have completed the registration process, log in with your new Login ID and password in order to access the system and begin your training.
NOTE: If your email address ends with ".mil", CLICK HERE and our server will send you the registration password immediately.
Registration Password:
Create an Account
If you need help registering you can email ECATTS Technical Support or call 866-730-4253 for assistance.

4. **Ask your supervisor or Contracting Officer for the registration password.** Enter the password into the box.
   a. If your supervisor cannot tell you the registration password, click ECATTS Support at the bottom of the New Users box. You can request to have the registration password be sent to you via email. You can also call the help desk toll free number (866-730-4253) for assistance.
   b. NOTE: If your email address ends with ".mil", click the link labeled CLICK HERE and our server will send you the registration password immediately.
5. Click **Create an Account** to access the **Account Registration Form** described on the following page of this manual.

Account Registration Form – All Training Types


Account Registration Form
Name and Email
First name:
Middle initial:
Last name:
Email address:
Confirm email address:
Login ID and Password
Login ID:
Password:
Confirm password:
Training Type
Training Type:
- Select one -
Work Location and Organization
Primary U.S. state, U.S. territory, or host nation inwhich you will be working:
- Select one -
Location, base, or host installation:
I would like to receive newsletters and announcements from ECATTS / ESOHTN.
I agree to abide by the Terms of Use established for this site.
Register
Cancel

Name and Email

1. Enter your first and last name.
    a. Your middle initial is optional. However, it is a good idea to enter your middle initial if your name is likely to also be another user's name (i.e., John Smith).
2. Enter your email address. You will also be prompted to confirm the address.
    a. Your correct email address is important. It enables ECATTS to send you a new password if you forget the one selected during registration.

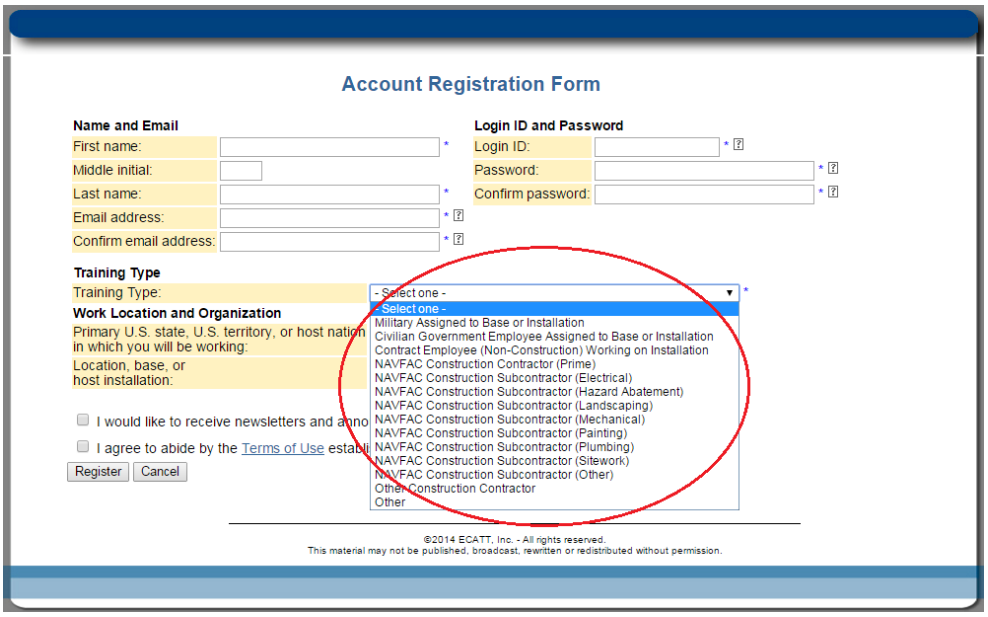
Login ID and Password

1. Select and enter a Login ID and password that you will remember. You will need them both to login to ECATTS from now on.
    a. You should select a password that you will remember but is not easy for someone else to guess. It must be at least 6 characters long and no more than 20 characters.
2. Confirm the password you selected.

Training Type

Select one of the following Training Types which applies to you:

- Military Assigned to Base or Installation
- Civilian Government Employee Assigned to Base or Installation
- Contract Employee (Non-Construction) Working on Installation
- NAVFAC Construction Contractor (Prime)
- NAVFAC Construction Subcontractor (Electrical, Hazard Abatement, Landscaping, Mechanical, Painting, Plumbing, Sitework, or Other)
- Other Construction Contractor (**not** Navy related/ **not** under a Navy contract)
- Other


Account Registration Form
Name and Email
First name:
Middle initial:
Last name:
Email address:
Confirm email address:
Login ID and Password
Login ID:
Password:
Confirm password:
Training Type
Training Type:
- Select one -
Work Location and Organization
Primary U.S. state, U.S. territory, or host nation in which you will be working:
Location, base, or host installation:
I would like to receive newsletters and anno
I agree to abide by the Terms of Use estabi
Register
Cancel
- Select one -
Military Assigned to Base or Installation
Civilian Government Employee Assigned to Base or Installation
Contract Employee (Non-Construction) Working on Installation
NAVFAC Construction Contractor (Prime)
NAVFAC Construction Subcontractor (Electrical)
NAVFAC Construction Subcontractor (Hazard Abatement)
NAVFAC Construction Subcontractor (Landscaping)
NAVFAC Construction Subcontractor (Mechanical)
NAVFAC Construction Subcontractor (Painting)
NAVFAC Construction Subcontractor (Plumbing)
NAVFAC Construction Subcontractor (Sitework)
NAVFAC Construction Subcontractor (Other)
Other Construction Contractor
Other
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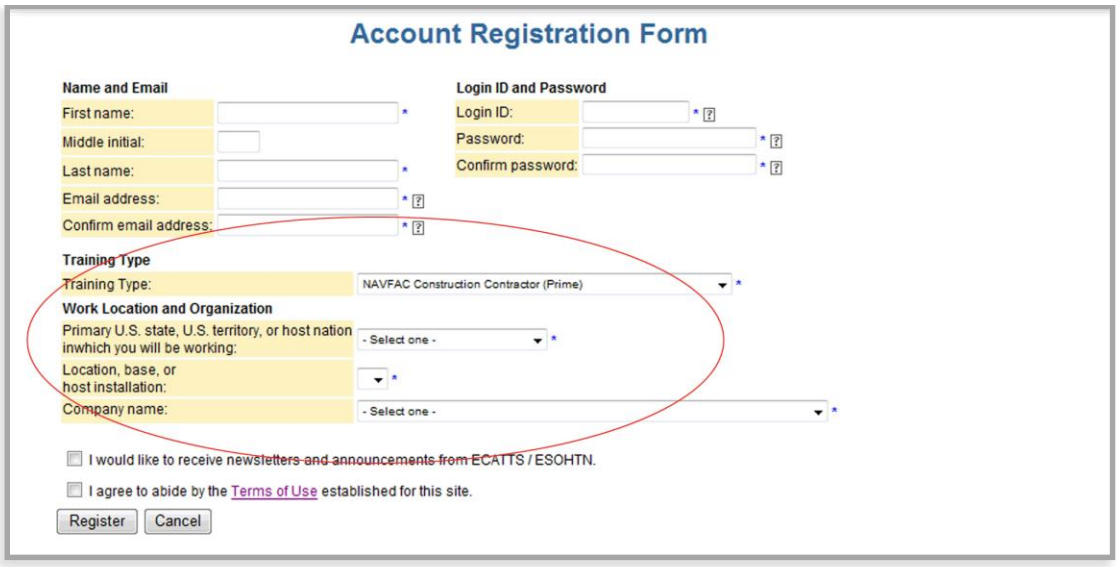
From this point, the registration process differs depending on the Training Type you just selected. NAVFAC Construction Contractor (Prime or Sub) and Other Construction Contractor will be discussed first.

All other Training Types (listed above) go to page 7 of this manual to complete the registration process.

Account Registration - NAVFAC Construction Contractor (Prime or Sub) and Other Construction Contractor Training Types



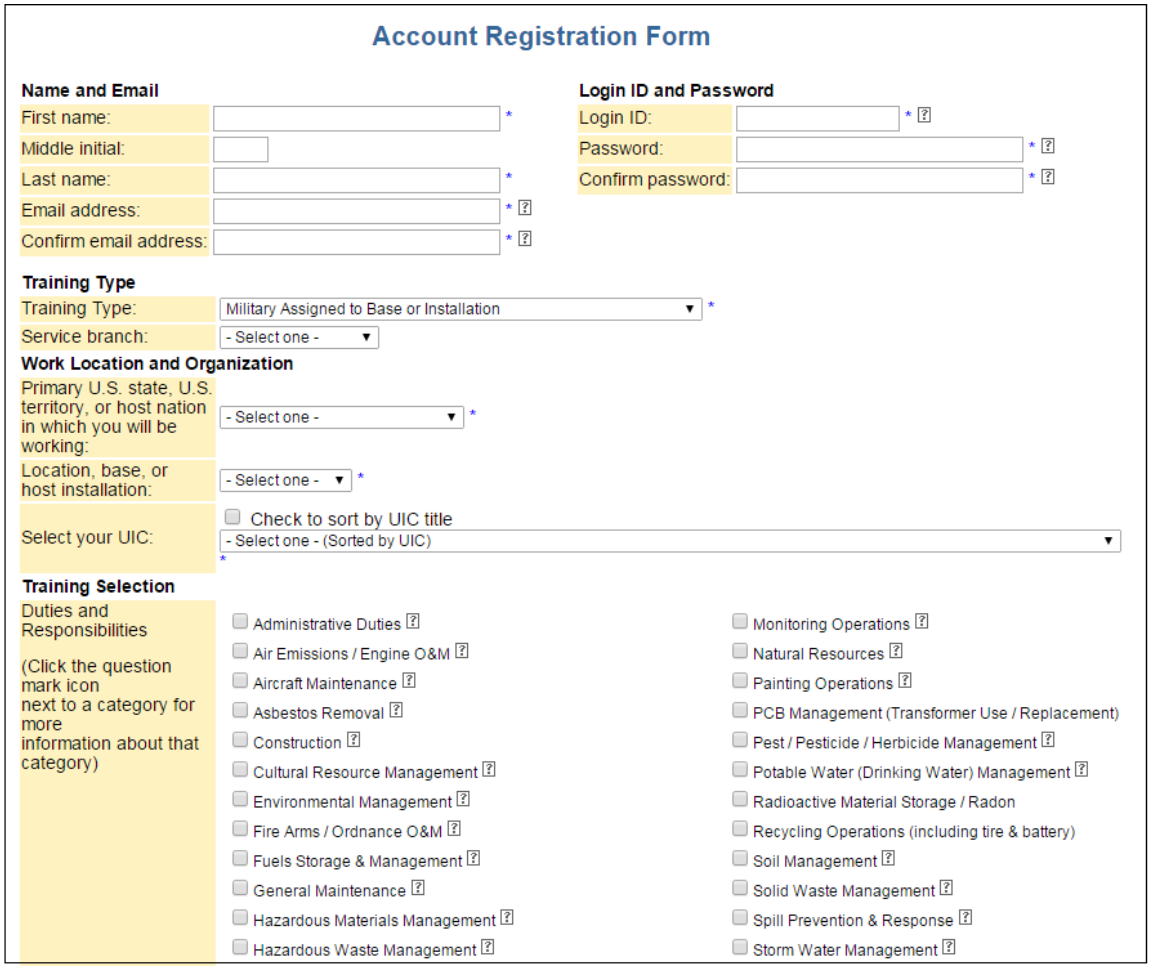
Work Location and Organization

After you select NAVFAC Construction Contractor (Prime or Sub) as your Training Type, you will be prompted to enter the following information related to your Work Location and Organization:

1. From the drop down list, select the primary U.S. state, U.S. territory, or host nation in which you will be working.
2. Select the location, base, or host installation where you will be working.
3. Select your company name.
4. Next, you have the option to receive newsletters and announcements from ECATTS.
5. Finally, you must click the box next to the following statement: “I agree to abide by the Terms of Use established for this site.”
6. After you successfully register, you will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page) for your primary training location.
    - From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
    - You may also choose to end your session by logging out. The next time you enter the site, you will login by typing the Login ID and password created during registration.

This completes the registration process for NAVFAC Construction Contractor (Prime or Sub) and Other Construction Contractor users.

Account Registration - Military or Civilian Assigned to Base, Contract (Non-Construction) Employee, or Other



Training Type

This section continues the account registration form for users who have selected the following Training Types:

- Military Assigned to Base or Installation
- Civilian Government Employee Assigned to Base or Installation
- Contract Employee (Non-Construction) Working on Installation
- Other

After selecting a Training Type, Military, Contract Employee (Non-Construction), and Other Training Types will also be prompted to select their Service Branch.

Work Location and Organization

Next, you will be prompted to enter the following information related to your Work Location and Organization:

1. Select the primary U.S. state, U.S. territory, or host nation in which you will be working.

2. Select the location, base, or host installation where you will be working.
3. Select your UIC.

Training Selection

1. Click on the boxes next to your duties and responsibilities.

Next, you have the option to receive newsletters and announcements from ECATTS.

Finally, you must click the box next to the following statement: "I agree to abide by the Terms of Use established for this site."

After you successfully register, you will be taken to the **Environmental Compliance Testing and Training** page (the ECATTS home page) for your primary training location.

- From here, you have a number of options, including beginning training and testing or linking to other resources, all which are further explained in the following sections.
- You may also choose to end your session by logging out. The next time you enter the site, you will login by typing your Login ID and password created during registration.

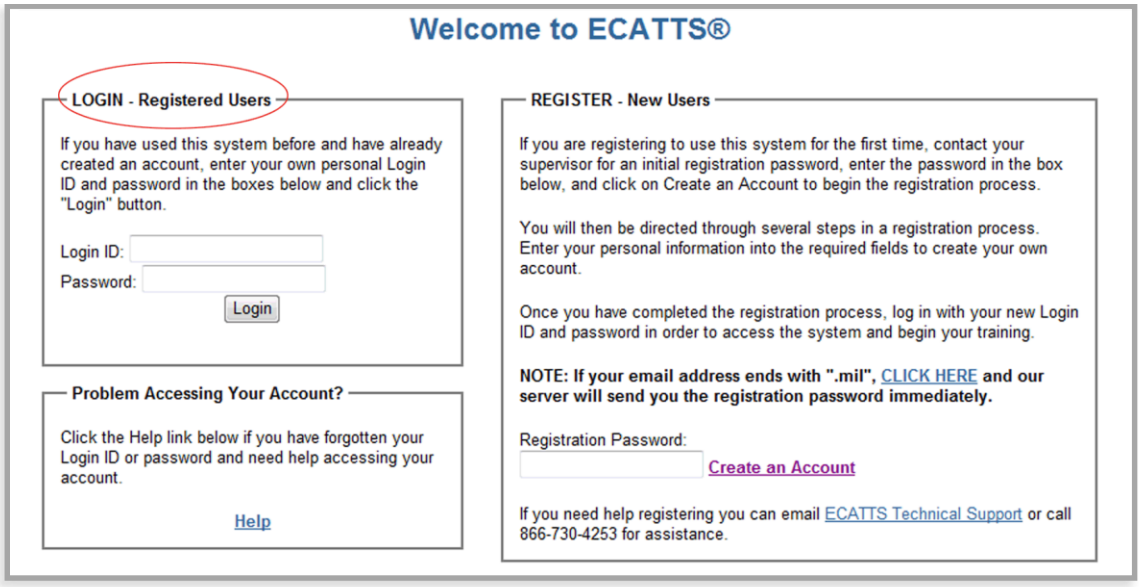
This completes the registration process for Military or Civilian Assigned to Base or Installation, Contract Employee (Non-Construction), and Other Training Types.

Section III: Login

Returning User Login

Once you have registered you can login and use ECATTS from any computer with Internet access.

1. Go to the Navy ECATTS website: **https://environmentaltraining.ecatts.com**
2. Click **Enter**.
3. At the **Welcome to ECATTS** login screen, refer to the **Registered Users** box.

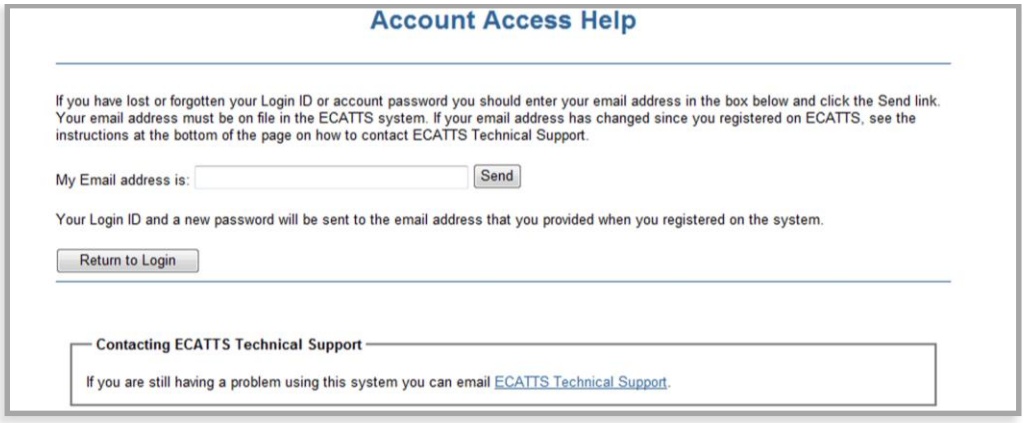

Welcome to ECATTS®
LOGIN - Registered Users
If you have used this system before and have already created an account, enter your own personal Login ID and password in the boxes below and click the "Login" button.
Login ID:
Password:
Login
Problem Accessing Your Account?
Click the Help link below if you have forgotten your Login ID or password and need help accessing your account.
Help
REGISTER - New Users
If you are registering to use this system for the first time, contact your supervisor for an initial registration password, enter the password in the box below, and click on Create an Account to begin the registration process.
You will then be directed through several steps in a registration process. Enter your personal information into the required fields to create your own account.
Once you have completed the registration process, log in with your new Login ID and password in order to access the system and begin your training.
NOTE: If your email address ends with ".mil", CLICK HERE and our server will send you the registration password immediately.
Registration Password:
Create an Account
If you need help registering you can email ECATTS Technical Support or call 866-730-4253 for assistance.

4. Enter your Login ID and password and click **Login**. You will be taken to the ECATTS home page for your primary training location.

Login Help

What if I forgot my password or Login ID?

If you have lost or forgotten your Login ID or password, click **Help** at the bottom left of the login page (see screenshot on the previous page) to open the **Account Access Help** page.


Account Access Help
If you have lost or forgotten your Login ID or account password you should enter your email address in the box below and click the Send link. Your email address must be on file in the ECATTS system. If your email address has changed since you registered on ECATTS, see the instructions at the bottom of the page on how to contact ECATTS Technical Support.
My Email address is:
Send
Your Login ID and a new password will be sent to the email address that you provided when you registered on the system.
Return to Login
Contacting ECATTS Technical Support
If you are still having a problem using this system you can email ECATTS Technical Support.

Enter your email address in the box that says "My Email address is" and click the Send button. If your email address does not match any found in the ECATTS system, you will receive an error message. In that case, click the **ECATTS Technical Support** link for assistance.

Use the information sent to you (new password and Login ID) to login to the system. You can then change the password that was sent to you (to something that you can easily remember) by selecting **My Profile** from the home page primary navigation bar across the top of the page.

If your email address has changed since you last updated it in ECATTS (or you do not receive your Login ID or password after requesting it), click **ECATTS Technical Support** for assistance.

Section IV: ECATTS Home Page

After you login to the ECATTS system, the next screen that will open is the ECATTS home page.

A. Primary Navigation Bar

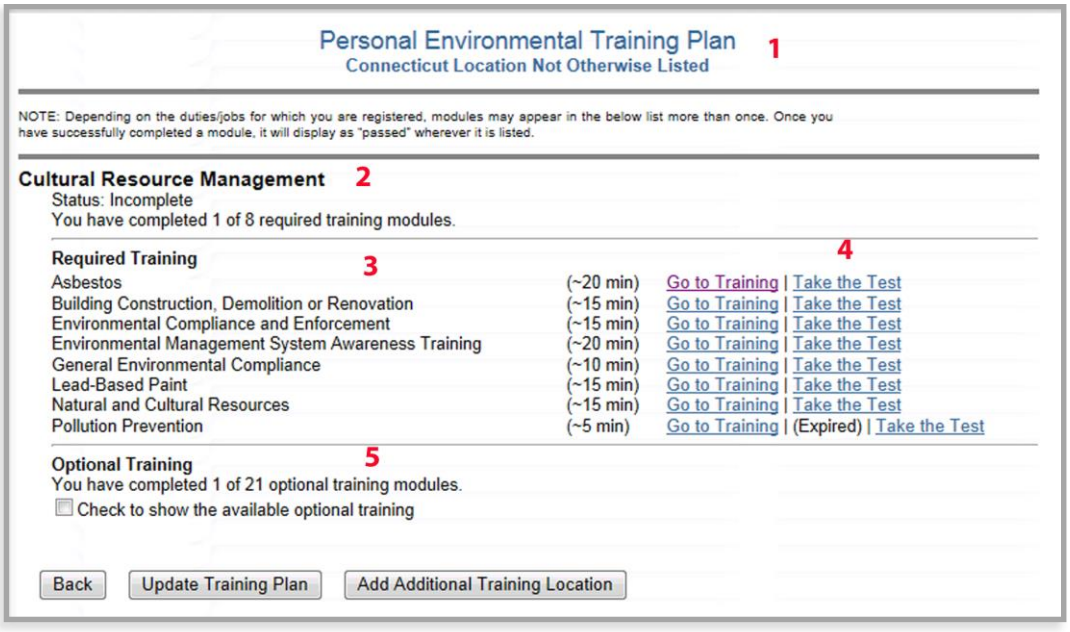
Home

This link will take you back to your ECATTS home page from anywhere within the site.

Training Plan

Click this link to go to your **Personal Environmental Training Plan** and view the following information:

1. Your primary training location
2. The overall status of your training
    a. **Completed** means that you have taken all the required tests and have answered all the questions correctly.
    b. **Incomplete** means that you have not taken and/or passed all the tests.
3. The required training modules assigned to your work practice categories
4. The status of each training module in your training plan
    a. **Passed** means you have already taken and passed the test for that module.
    b. **Take the Test** means that you have not successfully passed the test for that module (or your training has expired).
    c. **Requalify** indicates that you can go directly to a test and requalify for a training module you previously passed.
5. Available optional training may be listed for some Training Types.


Personal Environmental Training Plan
1
Connecticut Location Not Otherwise Listed
NOTE: Depending on the duties/jobs for which you are registered, modules may appear in the below list more than once. Once you have successfully completed a module, it will display as "passed" wherever it is listed.
Cultural Resource Management
2
Status: Incomplete
You have completed 1 of 8 required training modules.
Required Training
3
4
Asbestos (~20 min) Go to Training | Take the Test
Building Construction, Demolition or Renovation (~15 min) Go to Training | Take the Test
Environmental Compliance and Enforcement (~15 min) Go to Training | Take the Test
Environmental Management System Awareness Training (~20 min) Go to Training | Take the Test
General Environmental Compliance (~10 min) Go to Training | Take the Test
Lead-Based Paint (~15 min) Go to Training | Take the Test
Natural and Cultural Resources (~15 min) Go to Training | Take the Test
Pollution Prevention (~5 min) Go to Training | (Expired) | Take the Test
Optional Training
5
You have completed 1 of 21 optional training modules.
Check to show the available optional training
Back
Update Training Plan
Add Additional Training Location

If you have not completed training in a subject area, you can go to the training by clicking **Go to Training** or you can go directly to the test by clicking **Take the Test**.

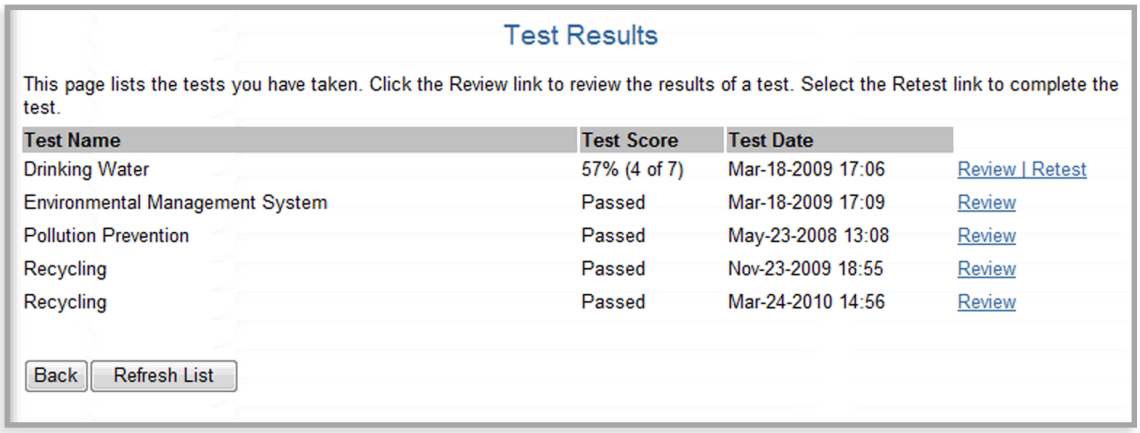
At the bottom of the page is a button titled **Update Training Plan**. Click on this button to add or remove training from your training plan. (See **Change My Training Plan** on page 20 of this manual for detailed instructions.) There is also an option to **Add Additional Training Location**.

Test Results

Click **Test Results** in the primary navigation bar to view a list of all the tests you have taken. The system lists the test name, date taken, and your score. ***You are required to score 100% in order to pass each test.*** If you have done so, it will say **Passed** under **Test Score**.

Click **Review** to see which questions you answered correctly and which ones you did not.

Retest appears next to those tests that you have taken but have not yet passed. Click **Retest** to go back to and complete the test. ***Only those questions you have not answered correctly will be presented to you.***



Print Certificate

Click this link to view all the training modules you have completed. Training for each subject is considered complete when you answer all questions correctly on the test. The system lists names of the training modules and the dates of completion.

From this screen you can print your Certificate of Accomplishment, which lists all the modules you have successfully completed and the dates. You can print either a full size certificate, or a convenient wallet size certificate to keep with you at all times. There is also an option to generate a PDF version of your certificate.

My Profile

Click **My Profile** to view your account information. You can make changes to the following:

- your personal information (name and email address)
- training type
- state or host nation
- installation
- activity UIC
- company and contract (for contractors)
- password

Click **Save Changes** when you are finished making changes.

Suggestions

Use this link to send feedback, comments or suggestions to the developers of ECATTS.

1. Click **Suggestions** in the primary navigation bar across the top of the page.
2. Select the Subject and level of importance from the drop down menus.
3. Enter your comments in the large blank text box.
4. Click **Submit**.

Comments are encouraged. Every effort is made to respond to comments in a timely manner.

Logout

Click on this link to logout of (exit) ECATTS.

B. Reference Areas

A reference section is located vertically along the left side of the home page and includes the following links:

NAVFAC FEC Home Page
This is a link to the external website for NAVFAC FEC for your installation.

Installation Home Page
This is a link to your installation's external website.

ECATTS User Manual
Click ECATTS User Manual to open a copy of this User Manual.

Notices
Relevant ECATTS related Command Notices can be added here by the installation ECATTS administrators.

ECATTS Newsletter
Click **ECATTS Newsletter** to view the most recent edition of the ECATTS newsletter, which highlights system enhancements, customer support tips, and other relevant updates.

Listed below are descriptions of informational links along the bottom of the ECATTS home page.

Contact Us

Click **Contact Us** for links to email, phone numbers, and mailing addresses for ECATTS Customer Support and corporate offices.

Terms of Use

Click **Terms of Use** to view the Terms of Use policies for International Center for Leadership Development, Inc.'s family of online application services which includes the Environmental Compliance Assessment, Training, and Tracking System (ECATTS) and the Environmental, Safety, and Occupational Health Training Network (ESOHTN).

Accessibility
This website is designed based on the federal Section 508 standard for web sites. Achieving compliance with Section 508 is an ongoing process. If you have an accessibility issue with any part of this website, please contact us so we can help.

Links

Click **Links** for an extensive list of links to external environmental compliance resources. The links are organized by environmental categories (i.e., Contamination Remediation, Spills, Pesticides, etc.). You can scroll through all the categories using the scroll bar on the right side of the page or click on one of the categories to go directly to the links for that topic.

Click any of the links to go to that external website. A new window will open. You can close this window and return to the ECATTS **Environmental Information Links** page by clicking the X (Close button) in the upper right hand corner of the screen.

Training Manager

The ECATTS administrator at your installation can designate a user account as one of the following types of Training Managers:

- Company Training Manager
- Installation Training Manager
- Special Area Training Manager
- UIC Training Manager

A link to the Training Manager home page is located at the lower left corner of the page **ONLY** for those users designated as Training Managers. An example is shown below.

Training Managers can click on this link to reach the Training Manager home page. From here, you can perform the following tasks:

- review a number of reports regarding the use of the ECATTS system
- lookup user accounts
- list or add external training course information
- review training modules available at a selected installation
- enter training completed via briefing

The following two pages describe the links on the Training Manager home page.

Training Manager: Environmental Training Reports

EMS Training Report generates an EMS status report for your installation or company by user name, EMS status, and date of completion.

Individual Training Report – All Accounts provides a list of completed training by user for your installation or company.

Individual Training Report – Lookup Account opens the **Lookup Account** screen. Enter a name, login id, or company name (if you are a contractor) in the fields provided to find an account. Click **Search**. This will bring you to the **Account Search Results** page. From here, you can archive, delete, or credit external training to the selected accounts. You can also assign a user account as "Construction Oversight." This designation allows the user to view training modules provided specifically to construction contractors.

Construction Oversight
The environmental training provided to NAVFAC construction contractors is different from the training provided to military base employees. You can review the training provided to construction contractors by selecting the state and location from the lists below.
Select the state or host nation: - Select one -
Select the location: - Select one -
Select the contractor type: - Select one -
Continue ->

Training Plan Progress Report provides a status report of training plans by installation or company.

Module Completion Report provides a list of users who have completed a specific module.

Training Manager: User Accounts

Lookup User opens the **Lookup Account** screen. Enter a user name, login id, or company name in the fields provided to find an account. Click **Search**. This will bring you to the **Account Search Results** page. From here, you can archive, delete, or credit external training to the selected accounts. You can also assign a user account as "Construction Oversight." This designation allows the user to view the training modules provided specifically to construction contractors.

Construction Oversight
The environmental training provided to NAVFAC construction contractors is different from the training provided to military base employees. You can review the training provided to construction contractors by selecting the state and location from the lists below.
Select the state or host nation: - Select one -
Select the location: - Select one -
Select the contractor type: - Select one -

Training Manager: External (non-ECATTS) Training

The ECATTS system also allows Training Managers to manage a list of external (non-ECATTS) training course titles, descriptions, and trainer information. From the Training Manager home page, there are options to List or Add the titles and descriptions of external training courses and trainer information as described below.

List Training Courses: Click this link to generate a list of external (non-ECATTS) training courses. You can delete an existing course title from the list or click **Users** to view a list of course attendees. You can also click **Add Course** to add a new training course title and description. Enter the text and other requested information and click **Save**. You can also click **Add Trainer** to add a new trainer. Enter the text and other requested information and click **Save**.

Add Training Course: Click this link to add the title and course information for an external training course as follows:

1. Click **Add Training Course** to go to the **Add External Course** page.
2. Enter the requested information in the fields.
3. Click inside a frame to enter or edit text.
4. Click **Save**. The external course title and description will now appear in the list of external classes when you click **List Training Courses**.

Click **List Trainers** to generate a list of external trainers. You can delete an existing trainer from the list. You can also click **Add Trainer** to add a new trainer. Enter the text and other requested information and click **Save**. It is important that each trainer be added to the database as you will be asked to select the trainer when crediting a user with an external training course. You can also click **Add Course** to add a new training course. Enter the text and other requested information and click **Save**.

Click **Add Trainer** to add a new trainer. Enter the text and other requested information and click **Save**.

It is very important to click **Save** after you enter any new information into the text fields.

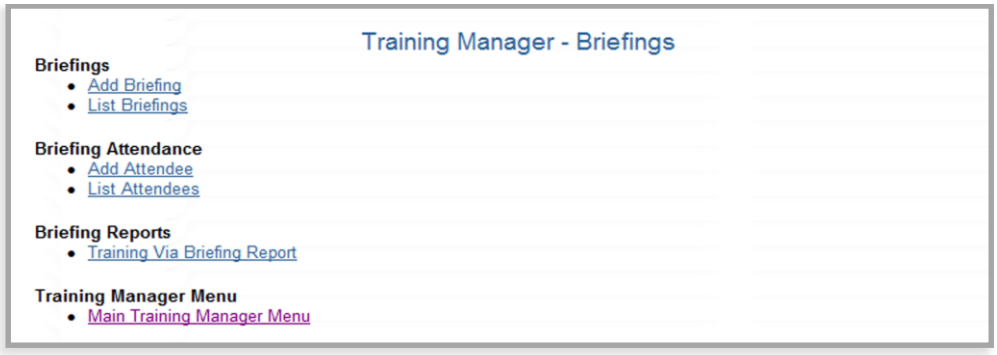
Training Manager: Review Training

Review Training: Click this link to view specific training modules for a selected installation.

Training Manager: Training via Briefing

This function allows Training Managers to enter training completed via briefing by individuals without computer access and/or ECATTS accounts. For example, if you have personnel who work in an area without computer access and provide EMS training to them via briefing, it can be recorded here.

Click **Briefing Menu** to access the **Training Manager - Briefings** page (shown in the following image.) From here, you can add or list briefings/ briefing attendees or generate briefing reports.



C. Links to Training and Installation Specific Information

Go To Your Training

From the ECATTS home page click “Go To Your Training” to go to a page called **Environmental Compliance Testing and Training.**

My Training Plan

Go To My Training Modules

Click **Go To My Training Modules** to access the page called **Personal Environmental Training Plan**. This page was discussed in detail under **Training Plan** in the section above. It lists the following information:

- the duties for which you registered
- the required training modules assigned to your work practice categories
- the overall status of your training
- the status of each training module in your training plan
- additional optional training

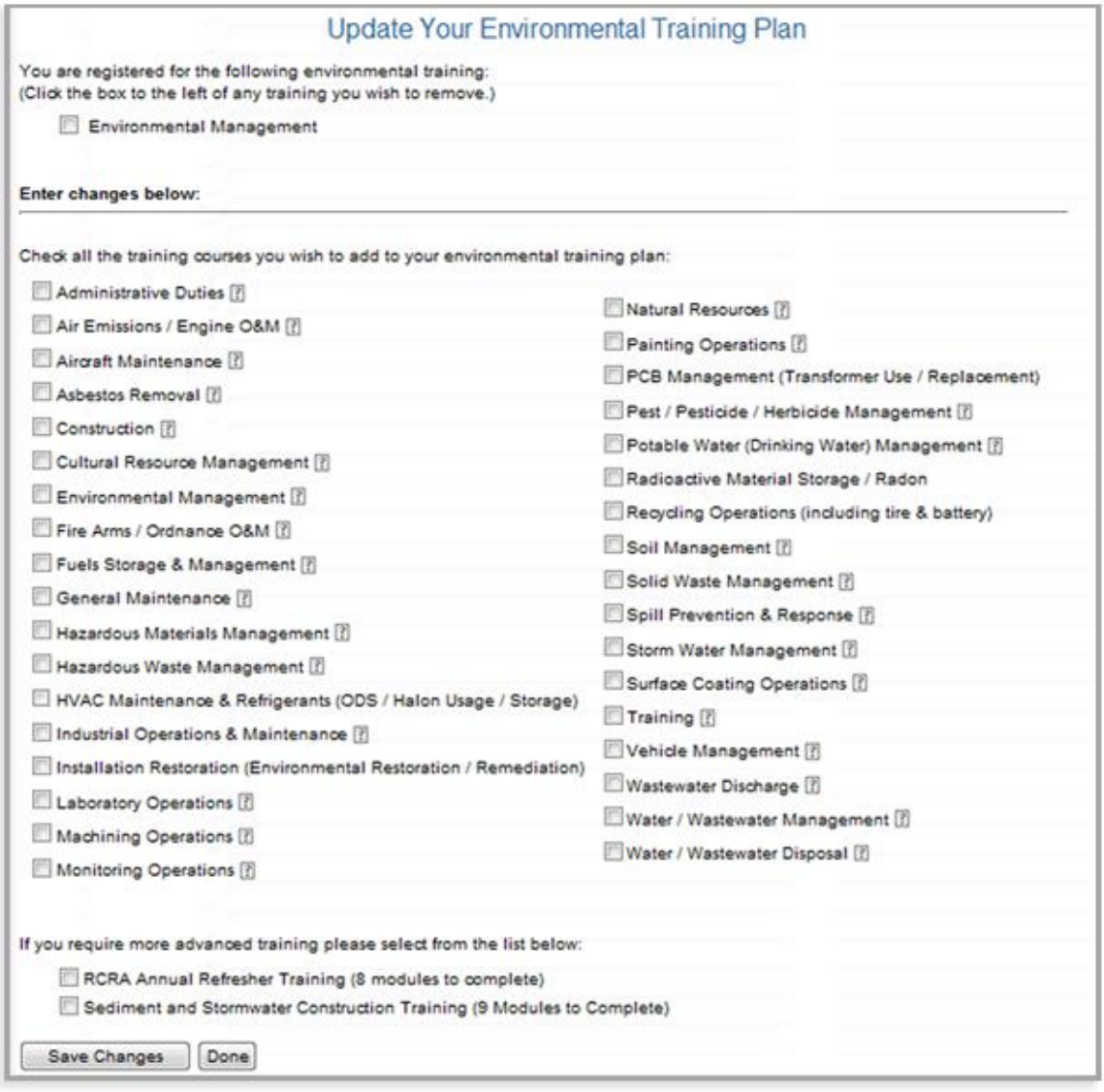
From this page you can do the following:

- **Go to Training** – Click this link to go to the training modules (for more information about training modules, see **Section V: How to Complete the Training**)
- **Take the Test** – Click this link to go directly to the test for a specific training module. For more information about taking tests, see **Section VI: Testing and Assessment**.
- **Requalify** – Click this link to go directly to a test and requalify for a training module you previously passed.
- **Update Training Plan** – Click this button to add or remove training to/from your training plan. (See **Change My Training Plan** below for more detailed instructions.)
- **Add Additional Training Location** – Click this button to select a secondary training location.

Change My Training Plan

Click **Change My Training Plan** to access the page called **Update Your Environmental Training Plan**. From here, you can remove or add environmental training to your training plan.

- At the top of the page, you will see the training for which you are registered.
- To **remove** training, check the box next to the training you wish to remove and click **Save Changes** at the bottom of the page.
- To **add** training, check the box next the training you want to add and click **Save Changes** at the bottom of the page


Update Your Environmental Training Plan
You are registered for the following environmental training:
(Click the box to the left of any training you wish to remove.)
Environmental Management
Enter changes below:
Check all the training courses you wish to add to your environmental training plan:
Administrative Duties
Air Emissions / Engine O&M
Aircraft Maintenance
Asbestos Removal
Construction
Cultural Resource Management
Environmental Management
Fire Arms / Ordnance O&M
Fuels Storage & Management
General Maintenance
Hazardous Materials Management
Hazardous Waste Management
HVAC Maintenance & Refrigerants (ODS / Halon Usage / Storage)
Industrial Operations & Maintenance
Installation Restoration (Environmental Restoration / Remediation)
Laboratory Operations
Machining Operations
Monitoring Operations
Natural Resources
Painting Operations
PCB Management (Transformer Use / Replacement)
Pest / Pesticide / Herbicide Management
Potable Water (Drinking Water) Management
Radioactive Material Storage / Radon
Recycling Operations (including tire & battery)
Soil Management
Solid Waste Management
Spill Prevention & Response
Storm Water Management
Surface Coating Operations
Training
Vehicle Management
Wastewater Discharge
Water / Wastewater Management
Water / Wastewater Disposal
If you require more advanced training please select from the list below:
RCRA Annual Refresher Training (8 modules to complete)
Sediment and Stormwater Construction Training (9 Modules to Complete)
Save Changes
Done

All Available Environmental Training

From the ECATTS home page, click “All Available Environmental Training” to go to a page called **Table of Contents** which lists all training modules by Training Type.

- Click **Military Base Employee or Related Personnel – Environmental Training** for links to all the ECATTS training modules available for these Training Types at your installation (not just the modules in your specific environmental training plan).
- Click **NAVFAC Construction Contractor (Prime or Sub) – Environmental Training** for links to all the ECATTS training modules available for this Training Type at your installation (not just the modules in your specific environmental training plan).
- Click **Other Construction Contractor – Environmental Training** for links to all the ECATTS training modules available for this Training Type at your installation (not just the modules in your specific environmental training plan).

You are welcome and encouraged to take any of the ECATTS training, and you will receive credit for all the tests that you pass.

Installation Specific Information

From the ECATTS home page, click “Installation Specific Information” to view additional environmental information. Examples of the information you might see are shown below.

Environmental Contacts

This link may provide information about whom or what office to contact at your installation when you have questions about environmental issues.

Environmental Contacts

Contact / Office Name	Phone
NAVFAC Washington: Environmental Business Line Director	(202) 433–6388
NAVFAC Washington: Compliance Product Line Coordinator	(202) 685–3241
NAVFAC Washington: Planning Product Line Coordinator	(202) 685–8469
NAVFAC Washington: EMS Coordinator	(202) 685-3298

Forms, Documents, and Checklists

If your facility supplied forms and checklists, or other sources of environmental information that they want you to have easy access to, they will be located in this area.

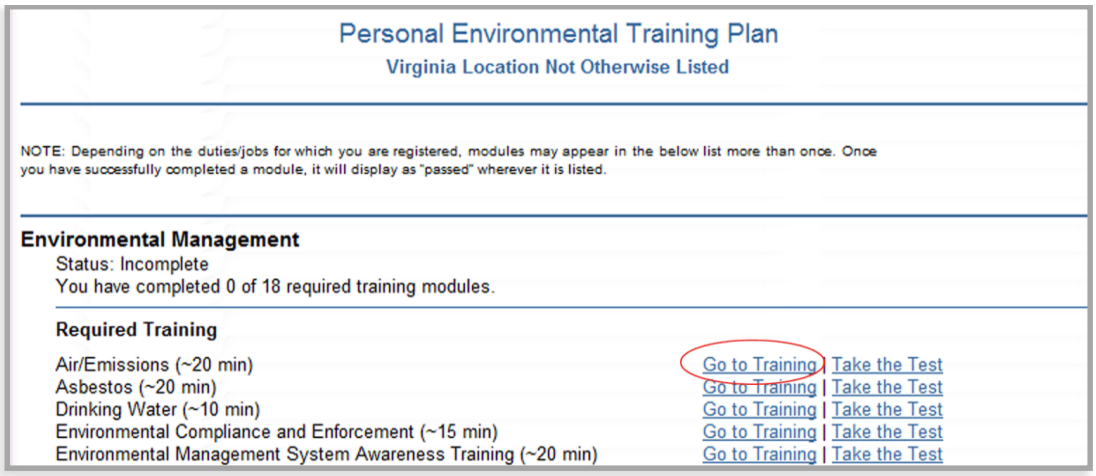
Section V: How to Complete the Training

Unless otherwise directed by a supervisor, you are not required to complete the training or tests in any particular order. ECATTS keeps track of which training and tests you have completed.

How to Access Your Training Modules

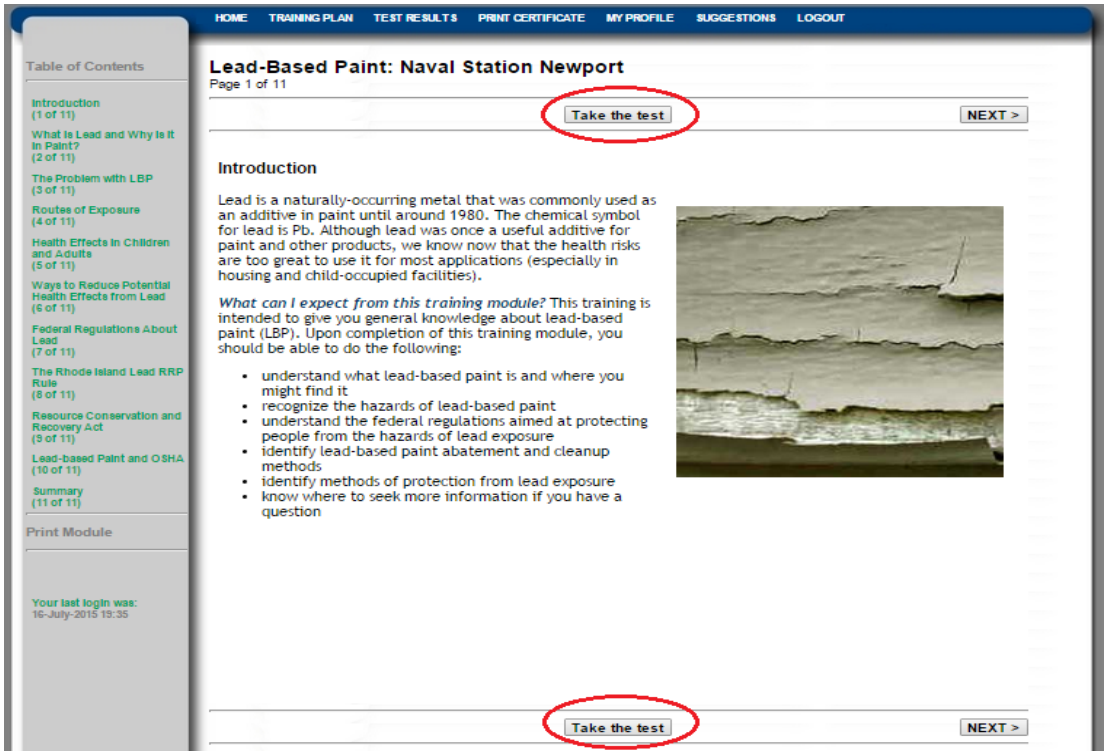
1. When you login to ECATTS you will be on the home page for your installation.
2. To access your training modules,
    a. click **Training Plan** in the primary navigation bar (located along the top of the page under the site banner), OR
    b. click "Go To Your Training." Then, click **Go To My Training Modules** under the heading **My Training Plan**.

3. The **Personal Environmental Training Plan** page opens.
4. All the job functions for which you are registered are listed. Under each job function, the required training is listed by subject (air emissions, wastewater, asbestos, hazardous waste, etc…).
5. Click **Go to Training** to the right of the module you want to review.


Personal Environmental Training Plan
Virginia Location Not Otherwise Listed
NOTE: Depending on the duties/jobs for which you are registered, modules may appear in the below list more than once. Once you have successfully completed a module, it will display as "passed" wherever it is listed.
Environmental Management
Status: Incomplete
You have completed 0 of 18 required training modules.
Required Training
Air/Emissions (~20 min) Go to Training | Take the Test
Asbestos (~20 min) Go to Training | Take the Test
Drinking Water (~10 min) Go to Training | Take the Test
Environmental Compliance and Enforcement (~15 min) Go to Training | Take the Test
Environmental Management System Awareness Training (~20 min) Go to Training | Take the Test

Accessing Tests in Training Modules

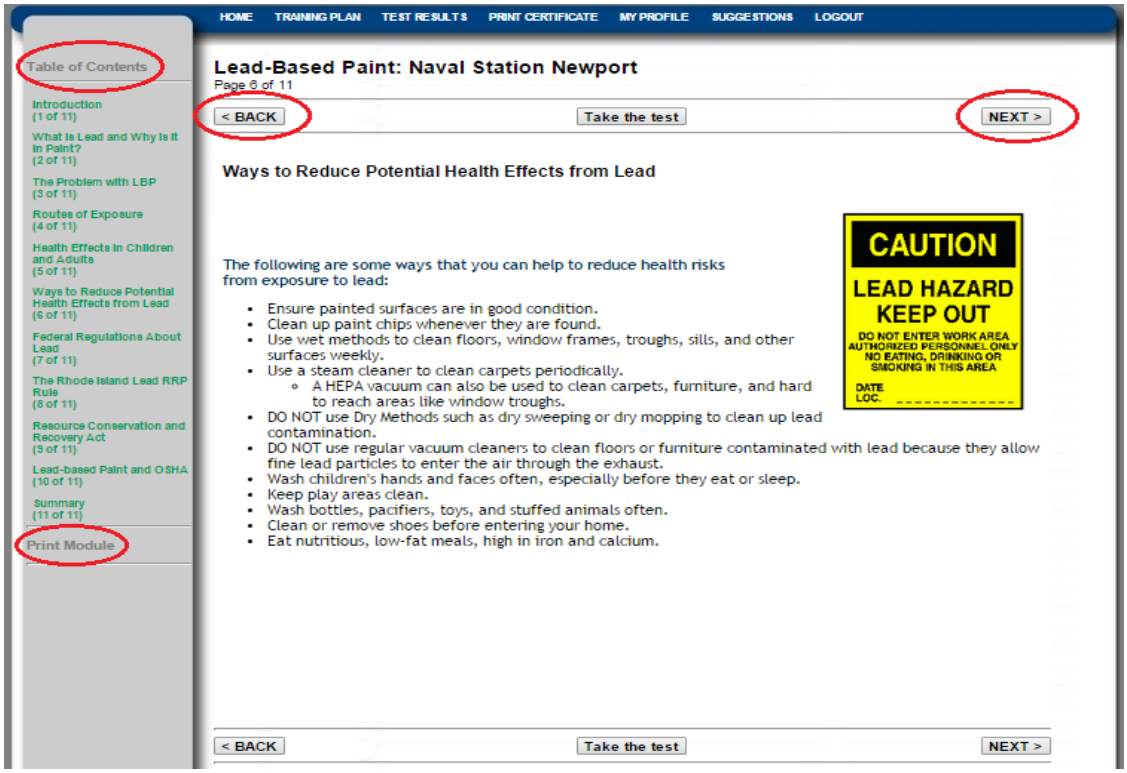
There are two additional links above and below the training module page titled **Take the Test**. You can click **Take the Test** from any page in the module to go directly to the test for that module.


HOME
TRAINING PLAN
TEST RESULTS
PRINT CERTIFICATE
MY PROFILE
SUGGESTIONS
LOGOUT
Table of Contents
Introduction (1 of 11)
What is Lead and Why is it in Paint? (2 of 11)
The Problem with LBP (3 of 11)
Routes of Exposure (4 of 11)
Health Effects in Children and Adults (5 of 11)
Ways to Reduce Potential Health Effects from Lead (6 of 11)
Federal Regulations About Lead (7 of 11)
The Rhode Island Lead RRP Rule (8 of 11)
Resource Conservation and Recovery Act (9 of 11)
Lead-based Paint and OSHA (10 of 11)
Summary (11 of 11)
Print Module
Your last login was: 16-July-2015 13:35
Lead-Based Paint: Naval Station Newport
Page 1 of 11
Take the test
NEXT >
Introduction
Lead is a naturally-occurring metal that was commonly used as an additive in paint until around 1980. The chemical symbol for lead is Pb. Although lead was once a useful additive for paint and other products, we know now that the health risks are too great to use it for most applications (especially in housing and child-occupied facilities).
What can I expect from this training module? This training is intended to give you general knowledge about lead-based paint (LBP). Upon completion of this training module, you should be able to do the following:
understand what lead-based paint is and where you might find it
recognize the hazards of lead-based paint
understand the federal regulations aimed at protecting people from the hazards of lead exposure
identify lead-based paint abatement and cleanup methods
identify methods of protection from lead exposure
know where to seek more information if you have a question
Take the test
NEXT >

How to Navigate Through the Training

ECATTS is designed to allow you to go through the training at your own pace. Once you access a training module, you will see that it is divided into pages that are listed in a **Table of Contents** on the left side of the screen.

- Review the training material on the first page. When you have finished that page, click **NEXT**.
- Continue in this manner until you have reviewed all training pages in the module and you have completed the test. You will then be directed to a results page that lists your score and final results.
- You can review pages as often as you like. You can move back and forth between pages by clicking the **BACK** button **OR** by clicking on the name of the page you want to go to in the **Table of Contents** on the left side of the screen.
- You can also print a copy of the training module by clicking **Print Module**.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Lead-based Paint and OSHA (10 of 11)
Summary (11 of 11)
Print Module
Lead-Based Paint: Naval Station Newport
Page 6 of 11
< BACK
Take the test
NEXT >
Ways to Reduce Potential Health Effects from Lead
The following are some ways that you can help to reduce health risks from exposure to lead:
Ensure painted surfaces are in good condition.
Clean up paint chips whenever they are found.
Use wet methods to clean floors, window frames, troughs, sills, and other surfaces weekly.
Use a steam cleaner to clean carpets periodically.
A HEPA vacuum can also be used to clean carpets, furniture, and hard to reach areas like window troughs.
DO NOT use Dry Methods such as dry sweeping or dry mopping to clean up lead contamination.
DO NOT use regular vacuum cleaners to clean floors or furniture contaminated with lead because they allow fine lead particles to enter the air through the exhaust.
Wash children's hands and faces often, especially before they eat or sleep.
Keep play areas clean.
Wash bottles, pacifiers, toys, and stuffed animals often.
Clean or remove shoes before entering your home.
Eat nutritious, low-fat meals, high in iron and calcium.
CAUTION
LEAD HAZARD
KEEP OUT
DO NOT ENTER WORK AREA
AUTHORIZED PERSONNEL ONLY
NO EATING, DRINKING OR SMOKING IN THIS AREA
DATE
LOC.
< BACK
Take the test
NEXT >

How to Exit a Training Module

Depending on where you want to go next, you can exit a training module in any of the following ways.

- If you want to return to your ECATTS home page, click **Home** in the primary navigation bar.
- If you want to take the test on the module you are currently in, click either of the two **Take the Test** buttons.
- If you want to review a different module in your training plan, click **Training Plan** from the primary navigation bar.
- If you are finished with your ECATTS session and want to logout, click **Logout** in the primary navigation bar.

Section VI: Testing and Assessment

Each test is randomly generated from a pool of questions available for each training module. Generally, there will be one question from each page in the training module on the test. You have thirty minutes to complete a test.

A test should be taken within a short time after reviewing the training (while the material is still fresh in your mind). You can, however, take tests whenever you want to, in any order, and even without reviewing the training module first.

How to Access the Tests

You can access tests from two different places as described below.

- From your ECATTS home page:
    - You can access and take any tests by clicking on "All Available Environmental Training." Then, click the link for your user type (Military Base Employee or Related Personnel/ NAVFAC Construction Contractor); **OR**
    - Click **Training Plan** in the primary navigation bar (located horizontally along the top of the page under the site banner); **OR**
    - Click on "Go To Your Training". Then, click on **Go To My Training Modules** under the heading **My Training Plan**.
        - Either of these links will take you to your **Personal Environmental Training Plan** page.
        - Select the test you want to take by clicking **Take the Test** (or **Requalify**) to the right of the chosen subject.
- From the training module:
    - You can access the test for the training module you are in by clicking either of the two **Take the Test** buttons above and below the module.

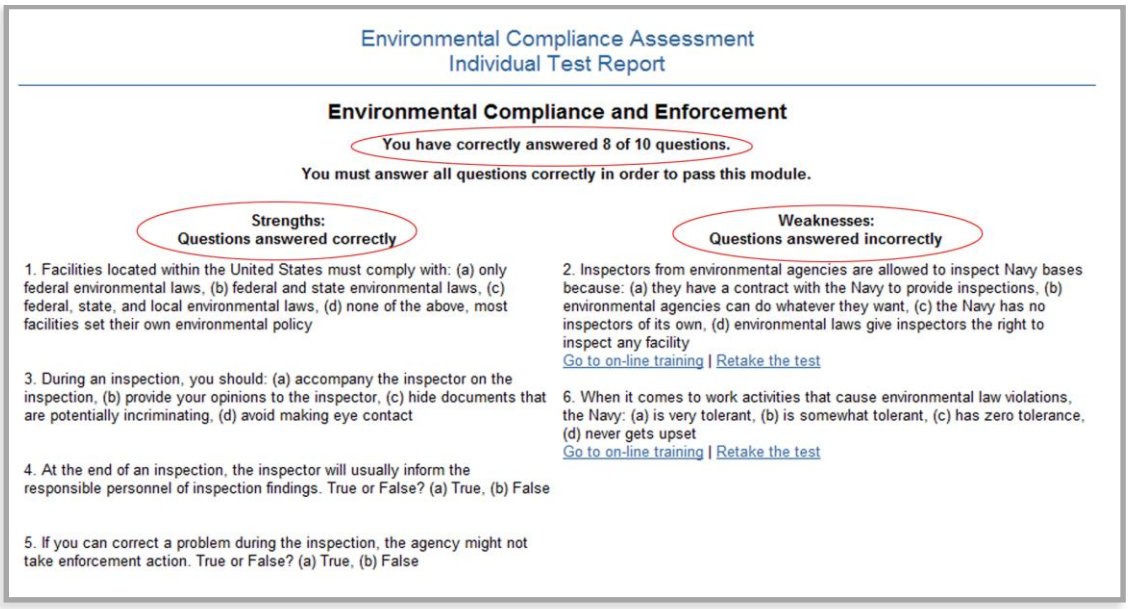
How to Take a Test

1. Access the desired test (see above). **You have thirty minutes to complete each test**. If you do not complete the test within the allotted time, you will time out of ECATTS. You will have to log back in to ECATTS and take the test over**.**

   HINT: If you feel that you are approaching the end of the allotted thirty minutes, you may want to click **Submit**. The questions you answered will be assessed (see more details about the assessment below) and the ones you did not answer will be counted as "incorrect". However, you can simply click **Retake Test**. This will take you back to the test to answer the remaining questions, with a new thirty minute time limit. By doing this, you will not time out and have to retake the entire test.
2. Answer each question by clicking the bubble next to the correct answer.
3. Click **Submit**. **By clicking Submit, you certify that you personally responded to the test questions and did not allow others to respond to the questions on your behalf.**
4. Your test responses are automatically sent to ECATTS for immediate assessment.

The Test Assessment

- Immediately after submitting your test answers, you will see your results.
- The assessment indicates the number of questions you answered correctly.
- In the left column, all the questions you answered correctly are listed. You do not need to take any further action regarding these questions.
- In the right column, the questions you answered incorrectly are listed.



Environmental Compliance Assessment
Individual Test Report

Environmental Compliance and Enforcement

You have correctly answered 8 of 10 questions.

You must answer all questions correctly in order to pass this module.

Strengths:
Questions answered correctly

1. Facilities located within the United States must comply with: (a) only federal environmental laws, (b) federal and state environmental laws, (c) federal, state, and local environmental laws, (d) none of the above, most facilities set their own environmental policy

3. During an inspection, you should: (a) accompany the inspector on the inspection, (b) provide your opinions to the inspector, (c) hide documents that are potentially incriminating, (d) avoid making eye contact

4. At the end of an inspection, the inspector will usually inform the responsible personnel of inspection findings. True or False? (a) True, (b) False

5. If you can correct a problem during the inspection, the agency might not take enforcement action. True or False? (a) True, (b) False

Weaknesses:
Questions answered incorrectly

2. Inspectors from environmental agencies are allowed to inspect Navy bases because: (a) they have a contract with the Navy to provide inspections, (b) environmental agencies can do whatever they want, (c) the Navy has no inspectors of its own, (d) environmental laws give inspectors the right to inspect any facility
Go to on-line training | Retake the test

6. When it comes to work activities that cause environmental law violations, the Navy: (a) is very tolerant, (b) is somewhat tolerant, (c) has zero tolerance, (d) never gets upset
Go to on-line training | Retake the test

- You can attempt to answer the questions you got incorrect by clicking **Retake the Test**. Only the questions answered incorrectly will be listed and you can submit new answers.
- To find the correct answer to a question you answered incorrectly, click **Go to on-line training**.
    - The training page will open.
    - Review the page to find the information you need to answer the question.
    - When you are satisfied you have the correct answer, do one of the following:

      Click **Take the Test** in the module. All the questions you previously answered incorrectly will be presented for you to answer again; **OR**

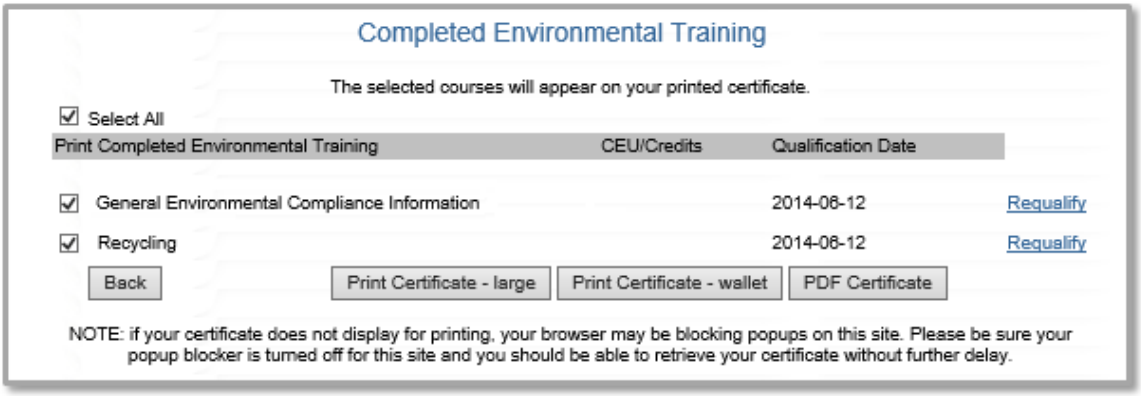
      Click the back button on your browser window and you will return to the assessment. Click **Retake the Test** and answer the question(s) again.
- Repeat this process as often as necessary until you have answered all the test questions correctly. **You must score 100% to pass the test.**

Printing a Certificate of Accomplishment

1. Click **Print Certificate** from the primary navigation bar across the top of the page.

2. The **Completed Environmental Training** page lists the modules you have completed, your credit hours, the dates on which you passed the tests, and any qualifications that have expired. The site administrator at your installation can also add external training credits to your completed environmental training.

3. Click the button for the size certificate that you want to print (wallet or full size). You will see your Certificate of Accomplishment. Based on your computer's settings, either the certificate will print automatically or you will be prompted to send it to your printer. There is also an option to generate a PDF version of your certificate.


Completed Environmental Training
The selected courses will appear on your printed certificate.
Select All
Print Completed Environmental Training
CEU/Credits
Qualification Date
General Environmental Compliance Information
2014-06-12
Requalify
Recycling
2014-06-12
Requalify
Back
Print Certificate - large
Print Certificate - wallet
PDF Certificate
NOTE: if your certificate does not display for printing, your browser may be blocking popups on this site. Please be sure your popup blocker is turned off for this site and you should be able to retrieve your certificate without further delay.

SECTION VII: Questions

Please contact ECATTS Technical Support with any questions regarding this manual.

Telephone: **ECATTS Support**
407-880-9411
866-730-4253 (toll free)

Email: support@ecatts.com

Revisions

Date	Description
8/31/2015	Replaced the term “NAVFAC” with “Navy” on the following pages: 1, 2, 3, 5 and 9.
8/31/2015	Added “My Profile” hyperlink under section IV of the Table of Contents.